Terms Of Reference: Personal Assistant to Executive Directors

- Start date: August 2020; Type of work: full time, based in Brasov

Overview

Foundation Carpathia Conservation (FCC) is a non-governmental organization in Romania that aims to create a world-class nature reserve in the Southern Carpathians, for the benefit of biodiversity and local communities.

Barbara and Christoph Promberger are the Executive Directors of FCC and the initiators of the Carpathia project. Their role is to overview the strategic development of the Foundation, the fundraising efforts and to control and coordinate the various project activities.

Since the workload continues to increase and the Carpathia project continues to evolve we are now seeking for an Assistant for the Executive Directors. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks.

Main tasks and Responsibilities

- Assist the Executive Directors in their primary functions
- Act as a first point of contact: dealing with correspondence and phone calls / managing diaries and organizing meetings and appointments / booking and arranging travel, transport and accommodation
- Research and consolidate information in preparation of meetings, reports and other documents
- Participate in meetings, take minutes and formulate conclusions; assure delivery of meeting outputs
- Monitor pending issues for follow-up, including scheduling tasks and reminders
- Assist in report writing and supervision of projects
- Stay informed and in permanent contact to understand the main activity streams in the Foundation: from Communications and community engagement, to forestry, wildlife research & management, green economy and conservation enterprise initiatives.

Requested Key Qualifications

- At least 3 years of experience in providing support to senior; ideally, having spent at least 2 years in a conservation NGO
- Strong organizational, project management and problem-solving skills with multi-tasking abilities
- Strong interpersonal skills
- Ability to prioritize and meet deadlines; very well organized
- Background in conservation, and a passion for nature
- A high professional and personal ethics
- Fluent in Romanian and English
- Advanced Microsoft Suite skills
- Valid drivers’ license